

Caesar Rodney School District

Printed Employee Name: _____

Empl ID: (found on paycheck) _____

				For Office Use Only		
Date	Activity	Home School Location	Number Hours Worked	Hourly Pay Rate		Appropriation Number
		Total # Hours Worked			Total Pay	

Signature Approvals:

Employee: _____

Program Supervisor/Principal: _____

Program Director: _____

- All timesheets should be presented within thirty (30) days.
- Timesheets must be presented at least two (2) weeks prior to the pay date in which the employee will receive pay.